



LCDU Equipment-Specific LOTO Procedure Development Form

SECTION I: GENERAL INFORMATION

Date Prepared: / /	Preparer's Phone Number: ()
Site / Location:	Name:
	Job Title:
Name of Equipment Being Locked Out:	
Location of Equipment (Building, Floor, Area, etc):	

SECTION II: SEQUENCE OF LOTO STEPS

Step 1: Identify All Energy Sources

Energy Source	Type of Isolation Device	Control Method

Step 2: Notify Affected Personnel *(List all personnel who must be notified prior to equipment shutdown).*

Name:	Title:

Step 3: Shutdown Equipment *(List normal stopping procedures for equipment in proper sequence).*

Step 4: Isolate Equipment *(List procedures for disconnecting each energy source).*

Step 5: Lockout/Tagout the Equipment *(Control methods are to be noted in "Step 1" of form).*

- Attach lock(s) and tag(s) to each energy isolation device. Please note if lockout devices are needed and used (Qty & Type).
- Ensure all tags indicate name of lock holder and phone number.

Step 6: Release or Block Stored Energy *(List procedures for dissipating stored energy).*

Step 7: Verify Isolation *(List procedures for attempting restart or otherwise ensuring effectiveness of LOTO).*

Step 8: Perform Required Servicing

- During completion of work, avoid taking any action that could potentially reactivate the equipment.

Step 9: Release from Lockout/Tagout

- Remove all locks, tags, and lockout devices.
- Remove all tools from the work area.
- Replace all equipment guards.
- Notify all affected & other employees of impending energization.
- Ensure area is clear prior to restart.

Additional Comments:

SECTION III: RECORDKEEPING

Send completed form to Scott Cole for data entry and recordkeeping purposes.